Appendix L.

(Chapter XIX., Order 15.)

Revised skeleton form for Municipal Administration Reports to be sent annually by different Municipalities with Statistical Statements, Forms Nos. I., II. and III., drawn up jointly by H. N. B. Erskine, Esq., Commissioner in Sind, and Arthur Crawford, Esq., Commissioner, S. D.

NOTE.—The Forms I., II. and III. sent by the several Municipalities should be recorded in the Collector's office. General statements for the district prepared from them should be sent to the Commissioner.

I.—*Date of Establishment.*—(State date of establishment of the Municipality).

II.—*Population.*—State how the population has been arrived at, and explain any important increase or decrease as compared with the preceding year.

III.—*Boundaries.*—State if any and what changes have taken place in the year, and what necessitated the change.

IV.—*Meetings.*—State here the number of meetings held during the year, whether special, quarterly, general of Managing Committees (for Town Municipalities, "Local Bodies") and average number of Commissioners that attended each description of meeting. If any Commissioners have failed to attend two-thirds of the number of meetings their names to be stated.

V.—*Number of Members of Committees.*—(Column 6 of Statistical Form No. I.). Explain any increase or decrease in the total number of Commissioners as compared with the previous year in official or non-official members, and in European or Native members.

VI.—*Imposts*—Describe here any changes that may have taken place in taxes, &c., giving date of sanction.

VII.—*Income.*—Here give a table comparing income of the current and the preceding year in the following form :—

Items.	Income in 188 .	Income in 188 .	Increase.	Decrease.
1. Octroi...				
2. Conservancy Cess				
3. License on Trades				
4. Other taxes in detail, (see blank columns under head 9 in new Statement I.) ...				
5. Tax on houses and lands ...				
6. Tax on vehicles				
7. Tax on animals				
8. Tolls				
9. Other taxes in detail, (see blank columns under head 14)				
10. Miscellaneous Receipts—				
I.—Realizations under Special Acts ...				
II.—Proceeds of land, &c.				
III.—Income from markets (rents, fees, sale of refuse, &c.)				
IV.—Conservancy and road cleaning (fees, sale proceeds of night-soil, street refuse, &c.) ...				
V.—Municipal fines ...				
VI.—Payments for Municipal service rendered to individuals				
VII.—Grant-in-aid from Provincial or Local Funds				
VIII.—Sundries (rent of Municipal lands, receipts from Public Gardens, &c.) ..				
11.– Debts				

Then explain increases and decreases "II. under 10, Proceeds of land, &c.," describe the nature of the income realized under this head. In the case of 3, Licenses on Trades, state the nature of the trades for, and the circumstances under which, Licenses were issued.

VIII.—*Expenditure.*—Here give a table comparing expenditure with the previous year, in the following form :—

		Expenditure 18	Expenditure 18	Increase.	Decrease.
1. General Establishment.	*a.* Office Establishment, Inspection, Honorary Magistrate's Establishment, &c.				
	b. Collection of Municipal taxes including Octroi (Establishment, purchase of Account Books, Paper, Money Boxes, repairs to outposts, &c.)				
2. Public Safety... ...	*a.* Fire (Establishment, purchase of Fire-Engines, buckets, repairs, &c.) ...				
	b. Lighting Establishment, purchase of lamps, oil, repairs, &c.				
	c. Police (Establishment, purchase of clothing, lanterns, &c., repairs to outposts)...				
3. Public Health.	(*a*) Registration of births and deaths ..				
	(*b*) Buildings and other works (erection of slaughter-houses, latrines, &c.)				
	(c) Repairs to markets, dispensaries, &c.				
	(*d*) Maintenance of Medical Institutions, (Dispensary establishment, purchase of medicines, &c.) ...				
	(*e*) Vaccination (Establishment) ...				
	(*f*) Water-works (Establishment, repairs)				
	(*g*) Road Watering (Establishment, purchase of water carts, repairs, &c.)				
	(*h*) Road Cleaning (Establishment, purchase and repairs of dust-bins, &c.)				
	(*i*) Conservancy... 1. Establishment, repairs, purchase of carts, dry earth, land for burying night-soil, &c. ...				
	(*i*) Conservancy... 2. Refund, &c., of fines or over-assessment.				
	(*i*) Conservancy... 3. Remission of cesses...				

			Expenditure 189	Expenditure 189	Increase.	Decrease.
3. Public Health.	(j) Drainage Works (Establishment, repairs)					
	(k) Other measures.	1. Markets and Slaughter-Houses (Establishment, Contingencies)				
		2. Public Gardens (Establishment, purchase of seeds, repair of wells, purchase of bullocks, &c.)				
4. Public Instruction ...	Contribution to Schools ...					
5. Public Convenience.	(a) Public Works.	1. Establishment...				
		2. Construction and maintenance of roads				
		3. Other (new) works				
		4. Other repairs ...				
	(b) Survey of lands					
	(c) Other charges (printing, rewards, &c.)...					
6. Contribution to Local or Provincial Funds ...						
7. Debts						
8. Miscellaneous						

Then explain the outlay under each head and attend to other particulars as explained below:—

1. General Establishment.

(a)—Office Establishment, Inspection, Honorary Magistrates Establishment, &c.

(This will include cost of Establishment under Magistrates contributed by Municipalities as at Shikárpur and Sukkur)

(*b*)—Collection of Municipal taxes, including octroi (establishment, purchase of Account Books, Paper, Money-Boxes, Repairs to octroi chowkies, &c.) After the increases or decreases are explained, give the percentage of cost on octroi collection and on collection of other taxes separately, also percentage of the cost of entire establishment including *a* and *b* on the total Municipal revenue.

2. Public Safety.

(*b*)—Lighting Establishment, purchase of lamps, oil, repairs, &c. State the number and description of lights previously existing; addition, if any, made during the current year, and the cost incurred.

(*c*)—Police Establishment, purchase of clothing, lanterns, &c., repairs to chowkies. Observe here that the cost of any new chowkies is not to go under this head, but under Public Works "other new works," see heading 5.

The cost of contingencies, repairs to chowkies and of the force employed, should be explained separately, and it should be stated whether and how the cost of Police is within the proportion allowed by Clause I., Section XXIV. of the Municipal Act.

3. Public Health.

(*a*)—Registration of births and deaths. Describe mode, state cost during the year and the number of births and deaths registered; state if any bye-laws have been sanctioned, if so, when and by whom; if not, what steps are being taken to have them sanctioned.

(*b*)—Buildings and other works (erection of slaughter-houses, latrines, &c.) Observe that buildings appertaining to "Public health" such as slaughter-houses, latrines, hospital buildings, drainage works are alone to go here, all other buildings will go under the head "Public Convenience" under "other (new) works."

The cost of the different kinds of works falling under this head should be separately explained, and the nature of the drainage works performed, stated. The necessity of erecting new latrines should be explained.

(*c*)—Repairs to Markets, Dispensaries, &c. Only repairs are to be shown here. Original works as regards markets will come under head "5, Public Convenience," and as regards Dispensaries the original works will be included in (*b*) under this head.

Where no separate allotment for repairing Dispensaries is made by the Municipality, nothing will be shown here, the full amount of annual contribution being entered under (*d*) following—

(*d*) Maintenance of Medical Institutions (Dispensary Establishment, purchase of medicines, &c.) If the Dispensary is maintained under the grant-in-aid system, state what proportion the Municipal grant bears to Provincial and other grants, and give any other particulars.

(*f*)—Water-works (Establishments, repairs). Any original works constructed in connection with water-works will come under "5, Public Convenience" ("other new works.")

Here state of what the water-supply consists; give full particulars, and what improvements are now necessary.

(*g*)—Road watering (establishment, purchase of water-carts, repairs, &c.) The cost of repairs to roads is not to be given here, but under the head construction and maintenance of roads under "5, Public Convenience."

(*i*)—Conservancy.

1.—Establishment, repairs, purchase of carts, dry-earth, land for burying night-soil, &c. (*a*) Describe mode of conservancy, removal of garbage and street sweepings, and mode and place of disposal. Give strength and cost of Scavenging establishment in men, cattle and plant. (*b*) State the number of latrines previously in existence and those constructed this year. How managed and maintained, strength of sweepers, and mode and place of disposal of night-soil.

(*j*)—Drainage works (Establishment and repairs.) Any original drainage works constructed will not be included under this head, but under the head "5, Public Convenience" under "other new works."

(*k*)—1. Market and Slaughter-Houses (Establishment and contingencies).

Give a description of markets, public and private.

4.—Public Instruction. Give number of Schools of all kinds and attendance, and state the contribution, if any, by the Municipality. Cost of school buildings, &c., should appear under the head "5, Public Convenience" and explained there.

5.—Public Convenience.

(*a*) Public Works, construction and maintenance of roads. State the number and length of roads constructed during the year and their necessity, and give cost under two distinct heads—

1. Construction.
2. Maintenance.
3. —Other (new) works. This is to include Buildings and Public Works of all kinds for which none of the above heads provide. The name, cost and necessity for each work should be specified here separately.

6.—Contribution to Local or Provincial Funds. State the object for which the contribution is made, and any point deserving of notice in connection with the subject.

7.—Debts. Explain the nature of the items under this head. If there are any loans, give here a brief summary regarding them and how they are being adjusted.

8.—Miscellaneous. Explain increases and decreases.

IX.—*Municipal Balances.*—State the amount as compared with the previous year; if the amount is large explain why it has been allowed to accumulate and how it is proposed to utilize it.

X.—*Municipal Property.*—State if the Municipality possess any real property, enumerate the same and state income annually derivable therefrom. Give a list of Municipal buildings; state the average annual cost of repair.

XI.—*Audit of Accounts.*—

(*a*)—State by what agency the audit under Section 89 of the Act is performed, how often it was performed in the year, and with what cost and result.

(*b*)—State whether the Collector or the Deputy Collector examined the accounts in the year, and with what result (see order 13, page 417 of Nairne's Revenue Hand-book).

XII.—*Municipal Wants.*—Here briefly review the present condition of the town, state its most pressing municipal wants in the order of their importance; and state what steps, if any, have been taken to supply them, and mention approximately the estimated cost in each case.

XIII.—*General Remarks.*—State here any incidents of the year that do not fall appropriately under the prescribed heads, whether the financial condition of the Municipality is good or whether any and what additional taxes are necessary, &c.

NOTE—In preparing reports none of the headings prescribed above should be omitted, but where there is no information, the word "nil" should be entered after the heading.

G. R. No. 3788, *Nov.* 12, 1881; *No.* 44, *Jan.* 6, 1882; *and No.* 2056, *June* 14, 1882.

FORM No. I.

STATEMENT showing the INCOME of the MUNICIPALITIES in during the year

1	2	3	4	5	6								7		
					NUMBER OF MEMBERS OF COMMITTEE.								BY BALANCE IN HAND AT THE CLOSE OF LAST YEAR.		
Name of District.	Serial number of Municipality.	Name of Municipality.	Act under which constituted.	Population within Municipal limits.	a Ex-officio.	b Nominated.	c Elected.	d Total.	e Officials.	f Non-officials.	g Europeans.	h Natives.	Deposits.	Actual Municipal balance.	Total.
Total.....															

No. 1.—*continued.*

8									9											
Octroi.									Assessed Taxes.											
									Conservancy Cess.				License on Trades.				Other taxes in detail (as many columns as may be necessary.)			
a	b	c	d	e	f	g	h													
Class I. (Articles of food or drink for men or animals).	Class II. (Animals for slaughter.)	Class III. (Fuel, lighting and washing.)	Class IV. (Building materials.)	Class V. (Drugs, gums and spices.)	Class VI. (Tobacco.)	Class VII. (Cloth.)	Class VIII. (Metals.)	Total.	Arrear collection for the previous year.	Collection for the current year.	Penalties.	Total.	Arrear collection for the previous year.	Collection for the current year.	Penalties.	Total.				Total.

No. 1.—*concluded.*

10	11	12	13	14				15	16									17		18	19	20	21	
				Other taxes in detail (as many columns as may be necessary).					Miscellaneous Receipts.									Debt.						
Tax on houses and lands.	Tax on vehicles.	Tax on animals.	Tolls, &c.					Total income from taxation.	Realizations under special Acts.	Proceeds of land, &c.	Income from markets (rents, fees, sale of refuse, &c.	Conservancy and road cleaning (fees, sale proceeds of night-soil, street refuse, &c.).	Municipal fines.	Payments for municipal services rendered to individuals.	Grant-in-aid from provincial or local funds.	Sundries (rent of municipal lands, receipts from public gardens, &c.)	Total.	Loans.	Deposits (contractors' salaries unpaid, &c.)	Advances.	Total income of year, excluding balance.	Total, including balance.	Incidence of taxation (column 15) per head of population.	Incidence of income shown in column 16, per head of population.	Remarks.

FORM II.

STATEMENT showing the EXPENDITURE of the MUNICIPALITIES in during the year

1	2	3	4	5	6		7			8									
					GENERAL ESTABLISHMENT.*		PUBLIC SAFETY.			PUBLIC HEALTH.									
										(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	
NAME OF DISTRICT.	Serial number.	Name of Municipality.	Balance from previous year.	Income during the year.	Office Establishment, Inspection, Honorary Magistrate's Establishment, &c.	Collection of Municipal taxes including octroi (establishment, purchase of account books, paper, money boxes, repair to outposts, &c.)	Fire (establishment, purchase of fire-engine, buckets, repairs, &c.)	Lighting (establishment, purchase of lamps, oil, repairs, &c.)	Police (establishment, purchase of clothing, lanterns, &c., repairs to outposts, &c.)	Registration of births and deaths.	Buildings and other works (erection of slaughter-houses, latrines, &c.)	Repairs (to market, dispensary, &c.)	Maintenance of medical Institutions (dispensary establishment, purchase of medicines, &c.)	Vaccination (establishment).	Water-work (establishment, repairs).	Road-watering (establishment, purchase of water-carts, repairs, &c.)	Road-cleaning (establishment, purchase and repair of dust-bins, &c.)	Establishment, repairs, purchase of carts, dry earth, land for burying night-soil, &c.	Refunds, &c., of fines or over-assessments.	Remissions of cess.
																		CONSERVANCY.	
TOTAL...																			

* Under this head only such establishments are to be shown as cannot be properly shown under any of the other heads. Wherever there is a special establishment for a particular purpose only, it should be shown under the head to which that particular purpose belongs.

FORM II.—*continued.*

STATEMENT showing the EXPENDITURE of the MUNICIPALITIES in . during the year

8			9	10						11	12				13	14	15			
PUBLIC HEALTH—*continued.*			PUBLIC INSTRUCTION.	PUBLIC CONVENIENCE.							DEBT.						BALANCE AT CLOSE OF YEAR.			
(*j*)	(*k*)																			
	OTHER MEASURES.			PUBLIC WORKS.								Interest.								
Drainage works (establishment, repairs).	Markets and slaughter-houses (establishment, contingencies.)	Public garden (establishment, purchase of seeds, repair of well, purchase of bullocks, &c.)	Contributions to schools.	Establishment.*	Construction and maintenance of roads.	Other (new) works.	Other Repairs.	Survey of land.	Other charges (printing, rewards, &c.)	Contribution to local or provincial funds.	Loans, instalments paid during the year.	On account of last year.	On account of current year	Deposits (salaries attached contractors, &c.)	Advances (on account of departmental works, &c.).	Miscellaneous.	Total expenditure.	Deposits.	Actual municipal balance.	Total.	REMARKS.
																				Memorandum of liabilities and claims. Liabilities— Balance of loans ... ... Deposits to be adjusted ... ... Claims— Advances recoverable ... ... Net amount of debt...

* If the Public Works Establishment be employed partly upon works connected with any of the other heads, the share of the charges debitable to those heads should be shown under those heads, and not under this head.

STATEMENT No. III.

STATEMENT showing the Quantity or Value of the Principal Articles imported into, and taxed by the several Municipalities in the Division during the year, the consumption or expenditure per head, and the incidence of taxation per head of Population.

1	2	3 GRAIN.				
Name of Municipality.	Population by Census of 1851.	Gross imports.	Quantity or Value on which refunds were given.	Net imports.	Net amount of tax collected.	Net average consumption or expenditure per head of population.

STATEMENT No. III.—*continued.*

4 Sugar.				5 Ghee.			
Gross imports.	Quantity or value on which refunds were given.	Net imports.	Net amount of tax collected.	Net average consumption or expenditure per head of population.	Gross imports.	Quantity or value on which refunds were given.	Net imports.	Net amount of tax collected.	Net average consumption or expenditure per head of population.

STATEMENT No. III.—*continued.*

6 Class I.					7 Class II.				
Gross imports.	Quantity or value on which refunds were given.	Net imports.	Net amount of tax collected.	Net average consumption or expenditure per head of population.	Gross imports.	Quantity or value on which refunds were given.	Net imports.	Net amount of tax collected.	Net average consumption or expenditure per head of population.

STATEMENT No. III.—*continued.*

8 Class III.					9 Class IV.				
Gross imports.	Quantity or value on which refunds were given.	Net imports.	Net amount of tax collected.	Net average consumption or expenditure per head of population.	Gross imports.	Quantity or value on which refunds were given.	Net imports.	Net amount of tax collected.	Net average consumption or expenditure per head of population.

STATEMENT No. III.—*continued.*

10 Class V.					17 Class VI.				
Gross imports.	Quantity or value on which refunds were given.	Net imports.	Net amount of tax collected.	Net average consumption or expenditure per head of population.	Gross imports.	Quantity or value on which refunds were given.	Net imports.	Net amount of tax collected.	Net average consumption or expenditure per head of population.

STATEMENT No. III.—*continued.*

12 CLASS VII.				
Gross imports.	Quantity or value on which refunds were given.	Net imports.	Net amount of tax collected.	Net average consumption or expenditure per head of population.

STATEMENT No. III.—*concluded.*

13 Class VIII.					14 Incidence of Taxation per head.	
Gross imports.	Quantity or value on which refunds were given.	Net imports.	Net amount of tax collected.	Net average consumption or expenditure per head of population.	Class I.	Total Octroi.